

### CHAPTER 3: SCREENS

#### *Log-In Screen*

Use this screen...	...to:
Log-In	log into VACMAN change your password

# SCREENS

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## *How Do I...?*

### **Log In When I Have Forgotten My Password**

1.	Contact the person designated as the VACMAN System Administrator.
2.	The System Administrator must delete your Security record.
3.	The System Administrator must now add a new record for you.  This automatically sets your password to "PASSWORD".
4.	Log in to VACMAN, using the password "PASSWORD".  Set up a new password using the Change Password button on the Log-In or Security screen.

### *Data Screens*

<b>Use this screen under Data Main Menu...</b>	<b>...to add/review/edit:</b>
Distribution From Project Depot Inventory	vaccine shipments from the Project to a provider
Distribution via Merck & Co. (Varicella Only)	Varicella orders from the Project to the manufacturer Varicella shipment information from the manufacturer to a provider
Distribution - Other Transactions	the number of vaccine doses:  returned to one of the Project's depots by a provider unusable (spoiled, expired, or lost/damaged) transferred from one provider to another provider
Provider Profiles	providers participating in the VFC program VFC enrollment data individual physicians associated with the provider
Physicians	information about all physicians
Bulk Orders via CDC	orders for bulk vaccines that are transmitted to CDC status information on bulk vaccine orders that were transmitted to CDC receipt of bulk vaccine orders that were transmitted to CDC
Other Inventory (Not Transmitted to CDC)	bulk vaccine orders not transmitted to CDC receipt of bulk vaccine orders not transmitted to CDC
Inventory Adjustments	manual corrections to the number of doses in the Project inventory for a specific lot number.
Provider Inventory	provider inventory records
Doses Administered	the number of doses administered by a provider for a vaccine to various age groups.

# SCREENS

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## *How Do I...?*

### **Add Another Lot Number**

Use these steps to add another lot number if the order was received:

- in full with multiple lot numbers
- in full, entered under one lot number, and later other lot numbers are found
- in more than one shipment

1.	After saving the receipt information for the first lot number, click on the Add Another Lot button.
2.	A screen is displayed to verify that you want to add another lot number to this Purchase Order number.  Click on the Continue button.
3.	A second screen is displayed with the message that another record for the Purchase Order number has been created.  Click on the Continue button.
4.	The Bulk Orders via CDC screen is displayed for the new record.  A message that this record was created by using the Add Another Lot button is automatically entered in Notes.
6.	Enter receipt information for the lot number.
7.	Repeat steps 1 through 6 for additional lot numbers associated with the Purchase Order number.

### **Remove Vaccine From Inventory That is Not Being Distributed**

Use the Inventory Adjustments screen under Data/Bulk Orders & Inventory Main Menu. To keep a record of the reason for the adjustment, enter an explanation in Notes.



### **Have a Bulk Order Shipped From the Manufacturer to Another State**

1.	Create a Depot record for the other state (refer to <i>How Do I Create a Dummy Depot?</i> under “Setup Screens” in this chapter).
2.	Go to the Bulk Orders via CDC screen under Data/Bulk Orders & Inventory Main Menu.
3.	Add a record to order the vaccine to be sent to the other state using the other state depot PIN.
4.	Transmit the order to CDC.
5.	CDC charges the vaccine against your VFC or G317 funds and forwards the order to

## CHAPTER 3

	the manufacturer.
6.	The manufacturer ships the vaccine to the other state.
7.	When the other state notifies you the vaccine has been received, go to the Bulk Orders via CDC screen under Data/Bulk Orders & Inventory Main Menu and enter the receiving data.
8.	Transmit the receiving data to CDC so that the manufacturer can be paid.
9.	Use the Inventory Adjustments screen under Data/Bulk Orders & Inventory Main menu to make an adjustment to the vaccine to remove it from your inventory (refer to <i>How Do I Remove Vaccine From Inventory That is Not Being Distributed?</i> under “Data Screens” in this chapter).

### Transfer Vaccine From One Depot to Another

1.	Go to the Inventory Adjustments screen under Data/Bulk Orders & Inventory Main Menu.
2.	Add a record to subtract the vaccine being transferred from the original depot.  Before you save this record, enter that the vaccine is being transferred in Notes .
3.	When the depot has received the vaccine, go to the Other Inventory (Not Transmitted to CDC) screen under Data/Bulk Orders & Inventory Main Menu.
4.	Enter information about the vaccine.  Before you save this record, enter that the vaccine was transferred in Notes .

### Create a Dummy Provider Record

1.	Go to the Provider Profiles screen under Data Main Menu.
2.	Enter this information in the following fields:  Name fields - description for which this record will be used (Wasted Vaccine) Class Code - 32 VFC Certified - today's date Active - Y (yes)
3.	Enter information in the other required fields.

### Enter Receipt Information When the Status is Pending

You need to transmit to download any status updates from CDC. If you do not want or have anything to send to CDC, you can transmit just to receive information (refer to *How Do I Transmit to Just Receive Information and Not Send Any?* under “Utilities Screens” in this chapter).

# SCREENS

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## Notify a Provider That a Vaccine Has Been Ordered, and Will be Distributed When Received

All bulk orders that have not been received have a lot number of “Not Received”. When you are distributing vaccines to this provider, create a Distribution record for the vaccine with the "Not Received" lot number. When you produce the Shipping Invoices, the vaccine will be printed on the invoice.

## Track Vaccine Separately Within a Depot

1.	Create a Depot record (refer to <i>How Do I Create a Dummy Depot?</i> under Setup Screens” in this chapter).
2	Go to the Bulk Orders via CDC or Other Inventory (Not Transmitted to CDC) screen under Data/Bulk Orders & Inventory Main Menu.
3.	Add a record to ship the vaccine to the “tracking” depot.
4.	After the vaccine has been received and can be distributed, go to the Distribution From Project Depot Inventory screen.
5.	Add a record to distribute vaccine from the “tracking” depot.

## Know the Method Used to Calculate the Yearly Amount of Vaccine a Provider Can Order

The amount is based on a formula of the number of doses needed for full coverage and the total number of children eligible for vaccines bought with:

- VFC funds
- 317 Grant funds
- State/other funds used by the state

If the provider has not been converted to the new VFC enrollment age groups, the formula uses only the number of children in the under 1 year of age group.

If the provider has been converted to the new VFC enrollment age groups, the formula uses the total number of children in all 3 age groups (under 1 year, 1- 6 years, and 7 - 18 years).

The following screens display which formula is used for a provider:

- VFC-Related Enrollment Data
- Annual Vaccine Allowance
- Excess Distribution and Override

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### **Tell if the Depot Actually Shipped the Vaccines**

Have the depot personnel perform one of the following on the Distribution From Project Depot Inventory screen under Data/Distribution Main Menu:

- select Shipped for each individual Distribution record
- use the Mark Shipped button to select Shipped for all Distribution records that match the criteria

### **Change the PIN For a Provider**

1.	Go to the Provider Profiles screen under Data Main Menu and display the Provider record you want to change.
2.	Click on the Control Panel Edit button.
3.	Enter the new PIN in PIN.
4.	If the Provider record has other database records associated with it, a pop-up window is displayed asking whether or not to change the PIN on the associated records.
5.	Click the Continue button to change the PIN in the associated records  or  click the Cancel button to return to the Provider Profiles screen without changing the PIN.

# SCREENS

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## *Look Up Screens*

Use this screen under Look Up Main Menu...	...to:
Look Up Provider	look up Provider records using one of the following criteria:  PIN partial facility name/last name area code and voice telephone number area code and FAX telephone number Project-defined [Additional Provider ID] partial last name of a physician associated with a provider partial title or name of the person in Shipping Contact
Look Up Provider Summary	display the following provider information:  Provider record VFC-related enrollment memos entered by the Project physicians associated with the provider annual vaccine allowance vaccine distributions and other transactions doses administered and provider inventory



### *How Do I...?*

#### **Find All Providers With the Same Partial Name**

1.	Enter at least 1 character of the provider's facility name/last name in Provider's Name.
2.	A pop-up windows is displayed.  Select whether to have VACMAN look for providers that have a name that:  begins with the characters entered contains the characters entered anywhere in the name
3.	A list of providers that match is displayed.

#### **Know What Information Will be Printed From the Look Up Provider Summary Screen(s)**

<b>If this screen is displayed...</b>	<b>...then this information is printed:</b>
Look Up Provider Summary	Provider record VFC-related enrollment physicians associated with the provider
Memo	all memos associated with the provider
Annual Vaccine Allowance	some of the Provider record VFC-related enrollment annual vaccine allowance for each vaccine type or group
Distribution and Other Transactions	Provider record VFC-related enrollment summary of the last distribution for up to 14 vaccines summary of the current year distribution for up to 14 vaccines date of the last report of returned/unusable/lost/expired vaccine
Doses Administered and Inventory	Provider record VFC-related enrollment summary of the last report of doses administered for up to 14 vaccines number of doses for up to 14 vaccines in the last provider inventory report

# SCREENS

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## *Report Screens*

Use this screen under Reports Main Menu...	...to:
Criteria	choose the selection or sort criteria for the report
Selected PINs	select only the providers you want for:  Enrollment Data Provider Listings Provider Physicians Provider Vaccine Ordering Forms Shipping Invoices Summary Enrollment Data
Selected Vaccines	select only the vaccines you want listed on the invoices
Report Destination	select the options for the destination media:  Preview Print Copy Data to a ASCII Text File Copy Data into a Database File Copy Data into an Excel Spreadsheet Copy Data into Lotus 1-2-3 Spreadsheet Print/Preview Label
Type of Label	preview, print and/or export labels of the mailing or shipping address for the depots/providers/physicians
Single Address Labels	produce a page of labels for a single address
Most Recently Used	list reports, invoices, forms, and labels in order of use select the report, invoice, form, or label rather than navigating through the menus
History of Lot Numbers	select the vaccine/lot number/depot
Invoice Additional Options	select to include:  Distribution records that have Shipped selected information from Notes on the Shipping Invoice

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## *How Do I...?*


### **Copy Report Data to a File**

1.	When you select any of the Copy Data Destination Media options on the Report Destination screen or the Export button on the Type of Label screen, a Windows screen is displayed.
2.	Name the file (refer to <i>How Do I Use the Windows Screen Displayed to Name or Select a File?</i> under “Utilities Screens” in this chapter).
3.	After the file has been created, a screen is displayed with the option to print the database structure of the file.

### **Create Physician Address Labels**

1.	Produce the List of Physicians report under Reports/Providers Main Menu.
2.	Select the Print/Preview Label option on the Report Destination screen.
3.	The Type of Label screen is displayed.  Use this screen to print the address labels.

### **Send Shipping Invoices to a Private Company That is a Depot**

1.	Enter your distribution information in VACMAN as usual.
2.	Select Shipping Invoices under Reports/Invoices & Forms Main Menu.
3.	Select the desired:  criteria on the Criteria screen PINs on the Selected PINs screen vaccines on the Selected Vaccines screen
4.	Select the appropriate "Copy Data to a [file type] File" option on the Report Destination screen.  The [file type] should be readable by the company.   Only 1 copy of each invoice is copied to the file, even if you set the Copy Lines on the Shipping Invoice Options screen to print multiple copies.
5.	Enter the appropriate file information on the Windows Save As screen.
6.	Send the file to the company.

# SCREENS


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## *Utilities Screens*

Use this screen under Utilities Main Menu...	...to:
Transmission	send any or all of the following to CDC:  vaccine orders bulk vaccine receipts new/updated providers/Project information STOCK.DBF (Inventory file)  receive any or all of the following from CDC:  updated VACMAN files (new vaccine contracts) What's New status updates for bulk and Varicella vaccine orders
Back Up and Pack Databases	back up one or all database and related files pack (delete) selected records in one or all database files
Restore Data From Back Up	copy one or all database and related files from a backup to overwrite the current VACMAN database and related file(s)
Display Resources	display:  resources (directory and other system information) database statistics (database file information) Configuration file (CONFIG.FPW) contents
Validate Data	determine if the selected database contains invalid data produce a report of the invalid data attempt to correct the invalid data in the selected database
Fix a Corrupted Database	scan all databases for possible corruption attempt to fix the selected corrupted database
Import Data into VACMAN	add records to a selected VACMAN database from a non-VACMAN file
Export Data	move or copy records from a selected VACMAN database to a non-VACMAN file
Re-Index Databases	delete the current index for one or all database files create an index for one or all database files
Re-Calculate Inventory	re-calculate the Project's entire inventory
Other	run utility programs needed by VACMAN, but not part of it

### *How Do I...?*

#### **Use the Windows Screen Displayed to Name or Select a File**

1.	<p>A default file name is automatically entered in the box in the upper left. The name of this box depends upon the prior screen:</p> <p>Back Up and Pack Databases - Save VACMAN Backup as Export Data - Save File As Import Data into VACMAN - Import From Which File Report Destination - Save File As Restore Data From Backup - Identify Backup ZIP File Type of Label - Save File As</p>
2.	<p>To enter a different file name, type in the file name (up to 8 alphanumeric characters).</p> <p> Do not enter the file extension, the correct extension is automatically added to the file name when the file is created.</p> <p>Any other files with the same extension are displayed in the list below.</p>
3.	<p>Select the correct drive by performing the following in the order shown:</p> <p>click on the arrow button for the Drive box a pop-up window is displayed listing all available drives click on the correct drive the drive is displayed in the Drive box and all directories for that drive are displayed in the Directory box</p>
4.	<p>Select the correct directory by performing the following in the order shown:</p> <p>use the scroll bar to display the directory in the Directory box double click on the correct directory the drive and directory are displayed in the Directory box</p>
5.	<p>Click on the Save button.</p>

#### **Verify That My Orders Were Transmitted to CDC**

1.	Just before selecting the Transmit to CDC menu under Utilities Main Menu, produce the Bulk Vaccine Orders Entered and Not Yet Transmitted to CDC report
2.	Transmit to CDC.
3.	Produce the Bulk Vaccine Orders Transmitted to CDC via Modem and Not Yet Received report.
4.	Compare the two reports.

# SCREENS

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## Transmit to Just Receive Information and Not Send Any

1.	On the Transmit Options screen (2 <sup>nd</sup> Transmission screen), click on the Clear All button.  This unselects all the send options.
2.	Click on the Continue button.
3.	Continue the transmission as usual

## Verify that the Records I Export Will be Valid if I Import Them Back

1.	Before exporting any records, go to the Validate Data screen under Utilities Main Menu.
2.	Select the All Table Structures option.
3.	Select the Identify Invalid Data Only option.
4.	A report will be produced if there are any invalid table structures.
5.	Select the Identify and Make Corrections option.
6.	VACMAN will attempt to correct the invalid structures.  If there are still invalid structures, you will need to correct these using other VACMAN screens.
7.	Select the database from which records will be exported.
8.	Repeat steps 3 through 7.

## Fix a Corrupted Database That Was Not Fixed Using the Screen

If you used the Fix a Corrupted Database screen, and VACMAN was unable to fix the database, you will need to restore the latest backup of that database. Any work performed for that database after the backup was created will need to be re-entered.

 **DO NOT RESTORE THE STOCK DATABASE FILE UNTIL YOU HAVE CALLED THE VACMAN ON-CALL PERSON.**

## Use the Other Screen

This screen is only used when a utility program is sent by the VACMAN Systems Development Team and is not a part of VACMAN. There will be instructions to run the program sent with the program.

Generally, you will type in the program name in Type in Name of Other Program and click on the Continue button. When the program starts there may be specific instructions to complete the program.

### **Know What Type of Back Up to Perform**

You can back up the VACMAN database files by:

- using the Back Up and Pack Databases screen under Utilities Main Menu (preferred method)
- having the systems group back up the network drive
- using a Copy command from My Computer or Windows Explorer (not recommended at all)

We recommend that you use the Back Up and Pack Databases screen because the screen:

- copies all the VACMAN database and related files into one file
- automatically names the backup file
- saves steps by having the option to pack

# SCREENS

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## *Setup Screens*

Use this screen under Setup Main Menu...	...to add/review/edit :
Vaccine Depots	depots that will receive vaccine bulk orders for the Project.
Edit Vaccine Types	vaccine used by the Project
Review Bulk Order Vaccines	vaccines that can be ordered in bulk through CDC
Vaccine Suppliers	vaccine manufacturers
Funding	each funding program used by the Project to buy vaccine
ZIP Codes	ZIP codes for the Project area
Subdivisions	named areas in the Project
Registration	Project information
User-Defined Names	user-defined fields for the: <ul style="list-style-type: none"> <li>Project subdivisions</li> <li>Provider database file</li> <li>Physicians database file</li> <li>Project Inventory database file</li> <li>Doses Administered database file</li> </ul>
VFC Enrollment Options	options used on the VFC-Related Enrollment Data screen to: <ul style="list-style-type: none"> <li>automatically calculate the number of children eligible for vaccines paid with 317 Grant funds</li> <li>automatically calculate the number of children eligible for vaccines paid with State/other funds</li> <li>set the additional VFC enrollment category for persons over 18 years of age</li> <li>set default provider percentages for non-VFC children eligible for 317 Grant or state funds</li> <li>set to apply the default provider percentages to only future provider profiles or to current and future provider profiles</li> <li>default data types used to determine enrollment information</li> </ul>
Inventory & Distribution	options used to: <ul style="list-style-type: none"> <li>allow the Project to place Varicella orders for distribution from Merck to providers</li> <li>display a warning message when duplicate distribution data are entered</li> <li>to allow the Project to place bulk orders via CDC for vaccines</li> <li>enter the number of days before expiration when the vaccine becomes short-dated</li> </ul>



## CHAPTER 3

Doses Administered Options	options used on the Doses Administered screen to:  display Age Category fields in horizontal rows or vertical columns allow input to Sector allow input to Dose in Series have the previous vaccine automatically entered in Vaccine for a new record have the cursor automatically jump over certain age fields for specific vaccines
Shipping Invoice Options	up to 3 copies (original and 2 copies) of customized invoices/packing slips
Provider Ordering Form Options	customized forms used by providers to order vaccine
Miscellaneous Options	options to:  select the sort order for the pop-up window listing providers allow input to the Lot Number on the Provider Inventory screen under Data Main Menu
Modem	modem used by the Project to transmit to CDC
Security	security for all VACMAN users in the Project

# SCREENS

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## *How Do I...?*

### **Create a Dummy Depot Record**

1.	Go to the Vaccine Depots screen under Setup Main Menu.
2.	Enter this information in the following fields:  Depot PIN - unique number Depot Name - new depot name Class Code - 31 Shipping address fields - address where the vaccine should be sent
3.	Enter information in the other required fields.

### **Use the Funding screen to Keep a Balance for the Fund**

1.	Enter information in the following fields:  Amount Date - date VACMAN should start using when applying vaccine purchase against the fund amount Amount - amount in the fund on the date in Amount Date
2.	VACMAN subtracts the amount of any orders placed on or after this date for the fund.
3.	As new orders are placed to be purchased by the fund, VACMAN subtracts the amount from the current balance for the fund (original amount minus any prior purchases).
4.	You can view the current balance on these screens:  Funding under Setup Main Menu Bulk Orders via CDC under Data/Bulk Orders & Inventory Main Menu Other Inventory (Not Transmitted to CDC) under Data/Bulk Orders & Inventory Main Menu

### **Track data that is not specifically shown in VACMAN**

There are fields on the User -Defined Names screen under Setup/Other Main Menu that can be used to define and use for Project-specific tracking purposes. The fields are:

- Additional Doses Administered Fields (3 fields) - for doses administered data
- Additional Inventory - for vaccine receipt data
- Additional Provider ID - for an additional ID for provider data
- Category Fields (3 fields) - for provider data
- Other Fields (2 fields) - for physician data
- Physician ID - for an additional ID for physician data

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### Calculate the VFC Enrollment Default Percentage Amounts

The default amounts depend on whether the Project is in a Universal-Provider or Nonuniversal-Provider state.

In a Universal-Provider State, publicly funded vaccines are provided to providers for use with every child (all of those eligible for VFC and 100 percent of non-VFC eligible children). For the non-VFC eligible children, the cost of the publicly funded vaccine can be apportioned between 317 Grant funds and State/other funds, according to state policy. For example:

80% to 317 Grant funds and 20% to State/other funds. If a physician in a Universal-Provider State has 100 children in his practice, and 50 are eligible for VFC, 40 (80% of the remaining 50 children) are funded by 317 Grant funds and 10 (20% of the remaining 50 children) by State/other funds.

In a Nonuniversal-Provider State, less than 100 percent of non-VFC eligible children receive publicly funded vaccine. For the portion that are publicly funded, the Project allocates the proportion of funding between funding categories. For example:

After providing vaccine to all VFC-eligible children in a Nonuniversal-Provider State, 30 % of the remaining children may be eligible for non -VFC publicly funded vaccines. The Project may apportion 20 % of these to be funded by 317 Grant funds and 10 % by State/other funds. If a physician in a Nonuniversal-Provider State has 100 children in his practice, and 50 are eligible for VFC, 10 (20% of the remaining 50 children) are paid by 317 Grant funds, and 5 (10% of the remaining 50 children) by State/other funds.

### Find The Full and Condensed File Layouts for Shipping Invoices

#### Shipping Invoice Full File Layout

Position	Field Name	Type	Length	Decimal
1	COPYNUM	Numeric	1	
2	COPYHEAD	Character	40	
3	PAGEHEAD	Character	20	
4	PIN	Character	6	
5	DATEOUT	Date	8	
6	VACCINE	Character	8	
7	VACNAME	Character	12	
8	LOT	Character	15	
9	DOSES	Numeric	8	
10	UNITS	Numeric	8	
11	NOTES	Character	25	
12	MAKER	Character	8	
13	EXPIRY	Date	8	

# SCREENS

14	COST	Numeric	9	4
15	LASTNAME	Character	35	
16	FIRSTNAME	Character	15	
17	INITIAL	Character	1	
18	TITLE	Character	9	
19	CONTACT	Character	30	
20	ALPHAID	Character	15	
21	ADDRESS	Character	35	
22	ADDRES2	Character	35	
23	CITY	Character	20	
24	STATE	Character	2	
25	ZIPCODE	Character	10	
26	PHONE	Character	14	
27	EXTENSION	Character	4	
28	FAX	Character	14	
29	CAT1	Character	10	
30	CAT2	Character	10	
31	CAT3	Character	10	
32	NOTE	Character	50	
33	FROMPIN	Character	6	
34	FLASTNAME	Character	35	
35	FADDRESS	Character	35	
36	FADDRES2	Character	35	
37	FCITY	Character	20	
38	FSTATE	Character	2	
39	FZIPCODE	Character	10	
40	FPHONE	Character	14	
41	FFAX	Character	14	
42	INPUT	Date	8	
43	SEEKID	Numeric	9	
44	PINVAL	Character	6	
45	VACVAL	Character	8	

## Shipping Invoice Condensed File Layout

Position	Field Name	Type	Length	Decimal
1	PIN	Character	6	
2	DATEOUT	Date	8	
3	VACCINE	Character	8	
4	VACNAME	Character	12	
5	LOT	Character	15	
6	DOSES	Numeric	8	
7	UNITS	Numeric	8	

8	NOTES	Character	25	
9	MAKER	Character	8	
10	EXPIRY	Date	8	
11	COST	Numeric	9	4
12	LASTNAME	Character	35	
13	FIRSTNAME	Character	15	
14	INITIAL	Character	1	
15	TITLE	Character	9	
16	CONTACT	Character	30	
17	ADDRESS	Character	35	
18	ADDRES2	Character	35	
19	CITY	Character	20	
20	STATE	Character	2	
21	ZIPCODE	Character	10	
22	PHONE	Character	14	
23	EXTENSION	Character	4	
24	FAX	Character	14	
25	NOTE	Character	50	
26	FROMPIN	Character	6	
27	FLASTNAME	Character	35	
28	INPUT	Date	8	
29	SEEKID	Numeric	9	

## Set up a New User's Security Record

Only a user with the option to set up security can add a Security record. The default password for the new user is "Password". When the new user logs in for the first time, they need to change the password on either the Log In or Security screen .

## Set the Number of Doses in a Series for a Vaccine

Enter the correct number in Maximum Number of Doses on the Edit Vaccine Types screen under Setup/Vaccine Types Main Menu.


## Enter a Pause Between 2 Numbers in the Modem Phone Prefix

1.	Go to the Modem screen under Setup/Other Main Menu.
2.	In Prefix, enter a comma between the numbers where you need a pause.  A comma is equivalent to a 2-second pause during the dialing process.

## Enter an Authorization Code to Dial a Long Distance Number For the Modem


1.	Go to the Modem screen under Setup/Other Main Menu.
2.	In Suffix, enter the authorization code.

# SCREENS

	 Enter commas between the numbers where you need a pause.
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### *Exit Screens*

<b>Use this screen under Exit Main Menu...</b>	<b>...to:</b>
Back Up and Pack Databases	back up one or all database and related files pack (delete) selected records in one or all database files

 *No screen is displayed when you select the Exit menu, the process starts when you select the menu.*


# SCREENS

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## *How Do I...?*

### **Log Out of VACMAN**

Select the Exit menu under Exit Main Menu (active from any point in VACMAN).

 **DO NOT REBOOT YOUR COMPUTER WHILE VACMAN IS RUNNING, EXCEPT AS A LAST CHOICE. ONLY REBOOT IF YOU CANNOT EXIT OR CONTINUE BY ANY OTHER MEANS. IF YOU REBOOT, YOU MAY LOOSE ALL DATA YOU HAVE ENTERED.**



### *Help Screens*

<b>Use this screen under Help Main Menu...</b>	<b>...to review/print:</b>
Contents	Online Help system
What's New	What's New issues transmitted to the Project from CDC
About VACMAN	information about the VACMAN application
Error Log	FoxPro system errors and related information that occur using VACMAN
Transmit Log	steps performed by VACMAN during the transmission from the Project to CDC

# SCREENS

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## *How Do I...?*

### **Move or Resize the Help Screen**

To move a Help screen:

1.	Move the mouse pointer to the top of the Help screen until the pointer changes to an arrow.
2.	Click and hold the left mouse button.  A faint broken line appears around the screen.
3.	Drag the mouse with the Help screen to the desired position.
4.	Release the left mouse button.

To resize a Help screen:

1.	Click on the Maximize/Restore button in the upper right corner  or  perform steps 2 through 5.
2.	Move the mouse pointer to any side or corner of the Help screen until the pointer changes to a double arrow.
3.	Click and hold the left mouse button.  A faint broken line will appear around the screen.
4.	Drag the double arrow in to decrease, or out to increase, the screen size.   The text in the Help screen is automatically adjusted to fit the new size.
5.	Release the mouse button when the screen is the desired size.

### **Know How Long to Keep Error Messages in the Error Log**

Once an error has been corrected, it can be deleted. It is recommended that you periodically delete old entries using the DELETE or DEL ALL or the Keep Last 7 Days button. After deleting the entries, pack the database.

### **Know How Long to Keep Transmission Entries in the Transmit Log**

It is a good idea to review the Transmit Log after each transmission to make sure no errors occurred. We recommend that you keep the last 7 days of entries.